

TOWN COUNCIL WORKSHOP NOTES
Wednesday, July 22, 2015

The workshop began at 6:35 pm.

ROLL CALL – ATTENDANCE

Adam Jennings, Nancy Comai, Donald Winterton, Robert Duhaime (6:40 pm), James Levesque, Marc Miville, Timothy Tsantoulis, David Ross, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

Recognition of former Councilor Lizotte - presentation of plaque in appreciation of his service to the town.

PUBLIC INPUT

Winona Sutherland, 20 Whitehall Road: I recently moved to Hooksett; I am originally from Canada but have lived in the states off and on. I have heard from a lot of law-abiding citizens that the Hooksett Police Department falsifies statements. I was pulled over and passed the blood test, but he completely falsified statements to incriminate me costing me somewhere in the vicinity of \$5,000 not to mention the cost of towing. I was not breaking the law, according to what I thought was legal. I am a single mother and that cost me a lot of money. Are people being pulled over legitimately? Did they actually commit a crime?

J. Sullivan: We would advise you to speak to the Town Administrator who is the supervisor of the police department; previously it was a police commission. I would suggest you meet with him to discuss your concerns as a first step.

W. Sutherland: I want to make sure residents are safe and people are not in law enforcement for the wrong reasons. I have heard so many things about the Hooksett Police Department.

1. Discussion of Best Practices with Previous Councilor(s)

- a. Former Councilor Lizotte – comments on what worked, what didn't, and what to consider for the future

2. Town Council Rules of Procedure*

- a. Adoption of Administrative Code
 - o Include a motion to adopt
- b. Public Session Minute Attachments
 - o Updated to Council Secretary responsibilities and how attachments are referenced in minutes
 - o Amended Public Input requiring letters read into public record as attachments to minutes be given to recording secretary for inclusion
- c. Non-Public Session Minutes
 - o Added procedures for recording non-public minutes and process for unsealing at a future meeting
 - o Added section to allow absent Councilors to have access to the sealed non-public minutes
- d. Town Administrator Annual Evaluation Process
 - o Added procedure for Town Administrator Annual Evaluation

3. RSA 91-A:1 through 91-A:6 – Right to Know Law

- a. Add info to new hire orientation packets

4. Administrative Code*

- a. Stipends paid to Boards, Commissions and Committees
 - o Amended draft for section 4.21 regarding payment of stipends to semi-annually instead of quarterly, tied to attendance?
 - o Possible Charter change to update Boards, Commissions and Committees attendance policies to correspond to Council's attendance policy

5. Town Technology & How to Retrieve Data

- a. Overview of data available to residents
- b. Review of reporting capabilities of town software (internal and external data)

6. **Town Administrator Goals – 07/01/15 – 06/30/16** (*moved to 8/12/15 meeting due to time constraints*)
7. **Advertising for General Election** (*moved to a future meeting agenda due to time constraints*)
8. **Old Home Day September 19, 2015 – Town Council Booth** (*moved to 8/26/15 meeting due to time constraints*)
 - a. Volunteer Schedule
 - b. Suggested Themes
9. **Employee Appreciation Picnic October 9, 2015** (*moved to 8/26/15 meeting due to time constraints*)
 - a. Volunteer Schedule
 - b. Suggested Themes
10. **Other** (*to be discussed at a future meeting due to time constraints*)

*Items needing motions will be on a future Town Council regular meeting agenda.

The workshop ended at 9:50 pm.

Respectfully Submitted,

Tiffany Verney
Recording Clerk